Claims Register

The **Claims Register** report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

STEP 1   Click on Reports on the CM/ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2   The **REPORTS** screen will then display. **(See Figure 2.)**

Figure 2

◆   Select the Claims Register hyperlink.

STEP 3 The **CLAIMS REGISTER INFORMATION** screen displays next. **(See Figure 3.)**
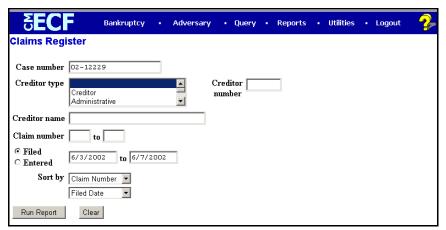

Figure 3

◆ Claim Register information can be requested by and limited by:

> Case Number, (a required field)
> Creditor Type,
> Creditor Number,
> Creditor Name,
> Claim Number or Number Range,
> Filed On/Enterd On Date or Date Range,

◆ To view all claims activity for the case, enter only the case number.

◆ Claim Registers can be sorted by

> Claim Number,
> Creditor Name,
> File Date,

◆ After selecting the criteria, click **[Run Report]** to generate the Claim Register.

NOTE: A creditor number is assigned by the system when the record is added to the database. It is used internally and also identifies creditors on BNC certificates of service.

STEP 4   The **SEARCH RESULTS** screen will then display (only for court users). **(See Figure 4.)**

Figure 4

◆   To produce the Claims Register report for the selected criteria, click the **Claims Register** radio button.

◆   This screen will also give you access to either edit or delete claims if you have permission for those functions.

•   Click to highlight the appropriate creditor and then click either the **Edit Claims** or **Delete Claims** radio button.

STEP 5   The **CLAIMS REGISTER** screen displays. **(See Figure 5.)**
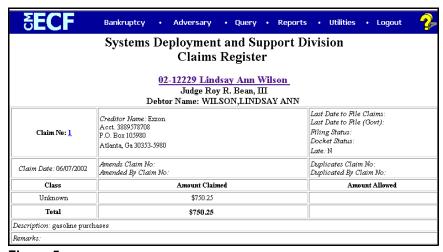

Figure 5

◆   Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.

◆ The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.

◆ Additional data from each claim is displayed in the upper right hand corner of the claim.

• Last Date to File Claims	Claims bar date set at the §341 Meeting setting or trustee's asset notice.
• Last Date to File (Govt)	Governmental claims bar date set when the petition was filed for asset cases.
• Filing Status	Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
• Docket Status	Status of claim updated by docketing events such as withdrawal of claim, order disallowing claim, etc.
• Late	Yes or No flag signifying when received according to the claims bar date.

◆ This report reflects immediate updates. Internet PACER users have access to each case's Claims Register.

◆ A **CLAIMS REGISTER SUMMARY** provides totals.
(**See Figure 6.**)

Claims Register Summary

Case Name: Lindsay Ann Wilson
Case Number: 2002-12229
Chapter: 7
Date Filed: 06/06/2002
Total Number Of Claims: 1

	Total Amount Claimed	Total Amount Allowed
Unsecured		
Secured		
Priority		
Unknown	$750.25	
Administrative		
Total	$750.25	

Figure 6

STEP 6   To print the **Claims Register**, click on the Print icon on the browser toolbar. The Claims Register can be saved to a file by clicking File - Save As at the menu.